



City of **Norfolk**  
NEBRASKA

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# ABOUT THE CITY

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**Small town feel. Big city style.** Norfolk is a vibrant regional hub nestled in the Elkhorn River Valley of northeast Nebraska — and locals still proudly pronounce it "Nor-fork."

Located in Madison County, 112 miles northwest of Omaha and 121 miles north of Lincoln, Norfolk sits at the intersection of U.S. Highways 81 and 275. The city serves as the economic center for a six-county region, with manufacturing, farming, education, retail, and wholesale trade as its economic backbone. Manufacturing alone employs over 4,000 people, and Norfolk is the major retail trade center for all of northeast Nebraska.

Founded in 1881, Norfolk has grown into a community of nearly 26,000 people with a strong civic identity, a vibrant downtown, and the amenities of a much larger city. Whether it's local theater, live music, a craft brewery, or community events, Norfolk delivers more than most cities of its size.

In 1881, the Village of Norfolk was organized. The settlers proclaimed "North Fork" to be their permanent post office address, named after the river, but suggested "Norfork" as the simplest compounding of "North Fork." Postal authorities, thinking the word had been misspelled, changed the spelling to "Norfolk."



# ABOUT THE CITY



FROM OMAHA

112 miles northwest

FROM LINCOLN

121 miles north

FROM SIOUX CITY

75 miles southwest

COUNTY

Madison County,  
NE



# THE ORGANIZATION

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A professionally managed city with the Mayor-Council form of government and a dedicated City Administrator driving day-to-day operations.

The City of Norfolk is divided into four wards, each represented by two council members. The Mayor and Council are not full-time officials — a City Administrator is appointed to carry out their directives and manage city affairs. This model combines the accountability of elected leadership with the expertise of professional administration.

The Engineering Division sits within the Public Works Department and serves as a central technical resource for Streets, Water, Sewer, Solid Waste, Water Pollution Control, and beyond. The Senior Engineer is a key leadership role within this structure — a technical manager who drives capital projects, sets quality standards, and collaborates across every department in the city.



# THE SCHOOLS

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The City of Norfolk offers a strong and community-centered education system led by **Norfolk Public Schools**, a fully accredited district serving more than 4,000 students from early childhood through high school. With multiple elementary schools, a middle school, junior high, and a comprehensive high school, the district provides a seamless, high-quality educational experience supported by favorable class sizes and a focus on student achievement.

The district emphasizes college and career readiness through diverse academic programs, extracurricular activities, and career-focused opportunities, while also integrating technology and expanded learning options. In addition to its public schools, Norfolk offers respected private education options such as **Sacred Heart Elementary School**, known for its faith-based curriculum and strong academic foundation. The city is also home to higher education institutions like **Northeast Community College**, giving residents access to lifelong learning and workforce development opportunities in a well-rounded educational environment.



# THE POSITION

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Under the direction of the City Engineer, the Senior Engineer performs technical and supervisory work across the Engineering Division. This position serves as the engineering project lead for city divisions, including Streets, Water, Sewer, Solid Waste, and Water Pollution Control. The role requires discretion, initiative, and active engagement with city, county, state, and federal agencies; engineering and construction firms; private developers; and elected officials.

The role encompasses guiding projects through the City's permitting, development, and construction processes while also bridging organizational and intergovernmental gaps to promote seamless collaboration, resolve barriers, and align resources across the full spectrum of municipal operations, educational systems, business and industry sectors, and state-level partners.



# DUTIES & RESPONSIBILITIES

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*The following duties are illustrative of the responsibilities associated with this position and are not intended to be all-inclusive:*

- Lead the design, construction, and inspection of capital improvement projects, including streets, stormwater, transfer station, water, sewer, and other public works utilities projects.
- Prepare reports, specifications, construction plans, construction schedules, and designs for projects.
- Performs design work and reviews design work done by consultants; solves engineering and technical problems as required.
- Makes field inspections to ensure proper quality and quantity of work.
- Oversees the implementation of QA/QC standards in the development and delivery of capital projects and engineering services.
- Ensures adherence to safety standards.
- Confers with and advises other City staff on problems related to the design, construction, maintenance, and operation of public works structures, grounds, and facilities; Works with other divisions to provide technical engineering assistance.
- Provide leadership that prioritizes public safety, sustainability, engineering best practices, and the Vision, Mission, and Values defined within the City of Norfolk Strategic Plan.
- Responsible for the implementation of public safety standards in the design, construction, and maintenance of public infrastructure.
- Oversee the maintenance and updates of plans, maps, the Graphic Information System (GIS), and all other materials related to public works infrastructure records to ensure all record drawings and as-built information for public works infrastructure are incorporated into the GIS system, CADD maps, and other documents as necessary.

# DUTIES & RESPONSIBILITIES

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- *Direct and participate in the review of zoning requests, preliminary and final plats, building and utility permits, planned developments, and other related material for compliance with City Codes, public safety, and engineering standards and policies.*
- *Coordinate and assist in the development and implementation of design standards, specifications, policies, and permitting procedures relevant to the Engineering Division and Public Works department.*
- *Assist with the implementation of City Ordinances and other Federal, State, and City regulations that specifically delegate authority to the City Engineer or apply to the engineering functions of the City operations.*
- *Develop Subdivision Agreements for review by the City Engineer.*
- *Prepare or direct the preparation of maps, plans, engineering estimates, creation ordinances, and assessment ordinances for improvement and extension districts for street, storm water, sidewalks, water distribution, and sewer collection systems.*
- *Assist in the preparation of the city council agenda packet items, including, but not limited to, resolutions, ordinances, agenda items, and research memos pertaining to Engineering matters.*
- *Prepare complex staff reports and research on Engineering Division-related topics.*
- *Prepare and present information and reports in both verbal and written formats to the City Council, City Management, other agencies, or the public as assigned.*
- *Establish and maintain a good working relationship with other agencies, departments, and administration. Collaborate with other interest groups to provide technical assistance for specialized projects.*

# DUTIES & RESPONSIBILITIES

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- *Serve as Project Manager for various special projects.*
- *Collaborate with other City staff, divisions, and departments for the annual preparation and maintenance of the Capital Improvement Plan for the City.*
- *Aid in the preparation, submittal, and administration of the Engineering Divisions and Stormwater Division operating and capital budgets.*
- *Participate in the comprehensive short and long-range planning for City growth and maintenance.*
- *Administer the City's Municipal Separate Storm Sewer System (MS4) program.*
- *Answer inquiries related to engineering and handle public relations pertaining to the Engineering.*
- *Division to include, but not limited to, research, technical presentations, public speaking, etc.*
- *Prepares or contributes to grant proposals for City projects and oversees administration of grant funds.*
- *Perform all other related duties as deemed necessary.*



# KNOWLEDGE, SKILLS & ABILITIES

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## General Skills

- *Effectively make decisions and solve problems, employing good research skills, demonstrating consistency, responsibility, and timeliness.*
- *Ability to communicate effectively verbally and in writing.*
- *Ability to solve problems and work independently with minimal supervision and under tight deadlines.*
- *Ability to establish and maintain effective working relationships with other employees and individuals involved in the day-to-day activities of the City.*
- *Listen effectively, collecting information from key stakeholders, validating information, and valuing differing points of view.*
- *Demonstrate a high degree of responsibility, leading the organization by example, ensuring work quality, and using effective goal-setting techniques.*
- *Maintain the highest level of honesty and integrity, setting the ethical standard of the department.*
- *Demonstrate a commitment to customer service, forecasting future needs of the community and department, and using the talents of the organization to best meet the needs of the customers.*
- *Compose and present well-organized programs to changing audiences within the community and be able to give clear and distinct direction to the staff and the public.*
- *Empower and motivate staff to accomplish the goals of the department, leading by example, developing a team within the department, and building leaders within the organization.*

# KNOWLEDGE, SKILLS & ABILITIES

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- *Work well with stakeholders and the public.*
- *Read, analyze, and interpret the most complex documents.*
- *Respond effectively to the most sensitive inquiries or complaints.*
- *Make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.*

## **Technical Skills**

- *Substantial knowledge of civil engineering principles and practices applied in municipal infrastructure.*
- *Knowledge of principles and practices for project management and staff supervision development.*
- *Knowledge of principles and practices of various construction methods and procedures, and pertinent Federal, State, and local laws, codes, and regulations.*
- *Experience with AutoCAD 3D, Blue Beam, and GIS software strongly recommended.*
- *Ability to calculate engineering formulas, including but not limited to grading, flow calculations, pavement design*
- *Ability to apply advanced mathematical concepts such as exponents, geometry, and trigonometry.*
- *Ability to apply mathematical operations to such tasks as frequency determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.*

# KNOWLEDGE, SKILLS & ABILITIES

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## Reasoning Ability

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.



# EDUCATION & QUALIFICATIONS

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Bachelor's degree in Civil Engineering or related field. Eight ( 8 ) years of progressively responsible experience with an emphasis in water resources, environmental engineering, transportation, construction management, municipal utility engineering design and construction or an equivalent of education and experience may be acceptable.

Be registered as a Professional Engineer (PE) by the State of Nebraska or be a licensed PE in another state and eligible for a Nebraska PE license through reciprocity registration.

# COMPENSATION & BENEFITS

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The salary for this position is **\$7,273 – \$9,439 per month.**

*Compensation is negotiable based on education and experience.*

**The City of Norfolk provides a competitive benefits package, including:**

- Comprehensive health, dental, and vision coverage
- Competitive retirement plan with City matching contributions up to 7% of 401(k)
- Generous paid leave package, including vacation, sick time, two personal days, and 10 observed holidays

*Full benefit details available upon request.*

# HOW TO APPLY

**SUBMIT YOUR RESUME ELECTRONICALLY  
POSITION OPEN UNTIL FILLED**

**TO APPLY, VISIT:**

**[jobs.thenextmovegroup.com/NorfolkSeniorEngineer](https://jobs.thenextmovegroup.com/NorfolkSeniorEngineer)  
or email [ali@nextmovegroup.com](mailto:ali@nextmovegroup.com)**



**GET IN TOUCH**

**If you have questions, please reach out to  
Ali Marie Watson at [ali@thenextmovegroup.com](mailto:ali@thenextmovegroup.com)**